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BERRIEN COUNTY MICHIGAN  
JOB DESCRIPTION

TITLE: CASE MANAGER

CLASS CODE:

DEPARTMENT: Trial Court: Family Division/Juvenile Center

GENERAL SUMMARY:

Under the supervision and direction of the assigned Juvenile Center Manager or Supervisor, the Case Manager serves as the designated social services worker in the Juvenile Center programs. Participates in planning, implementing, supervising and reporting on programs, projects and tasks for youth detained or placed in the Juvenile Center and their families. Serves as the group, individual, and family counselor for residents and their families. The Case Manager is delegated the primary responsibility for coordinating social services and treatment plans for assigned youth; as well as, maintaining accurate and complete case files for these youth. Participates in the development and implementation of the staff development program. Participates in the planning and implementation of therapeutic recreational programs and activities for youth. The Case Manager serves as a lead worker responsible for delegating assignments to staff and ensuring the completion of program related tasks. The Case Manager is required to work a rotating schedule, which includes weekends, holidays, and/or flexible hours. The Case Manager is expected to assist in ensuring the continuous compliance with Michigan Administrative Rules relating to Juvenile Detention and Residential facilities as well as other professional standards. Duties are carried out in accordance with the Courts' statutory purpose, in addition to, Court, County and Juvenile Center Policies and Procedures. This position is a member of the General Employees Unit of AFSCME, Council 25, Local 2757.

TYPICAL DUTIES: (An employee in this class may be assigned any or all of the following tasks. These tasks are illustrative only and do not include all of the tasks which may be assigned.)

1. Serves as a member of the Juvenile Center Team having responsibility for personal conduct, care and safety of residents; provides leadership and maintains discipline of residents.
2. Works closely and communicates effectively with the Supervisory Team, all paid and unpaid personnel, to ensure program effectiveness, staff accountability, professional personnel performance, problem solving matters and other issues impacting the Juvenile Center.
3. Fulfills case management duties, including but not limited to; the preparation of treatment plans, counseling summaries, progress reports, weekly reports, social histories, home assessments, release letters, discharge summaries case review presentations, etc.
4. Maintains all appropriate records, reports, and all relevant documents in resident case files as required.
5. Provides, in conjunction with the Reintegration and Family Services Coordinator, ongoing counseling and other support services for the parents of residents throughout the resident's placement.
6. Serves as group and individual counselor for residents and their families; conducts group counseling sessions; and individual counseling as assigned. Provides informal or special focus group counseling for residents and parents as required.

7. Keeps supervisory personnel informed of significant conditions known about the group and residents.
8. Participates in the collection, analysis, reporting and application of outcome measure data for assigned Unit. Prepares and submits monthly, quarterly and annual statistical or other reports as required and/or requested
9. Verifies medical insurance coverage for assigned residents and arranges with parents and/or Probation Officers/Caseworkers to obtain copies of Social Security cards, birth certificates, current Medicaid card or private insurance card.
10. Identifies residents with special needs; mental, emotional, social or physical, and coordinates programs or services with the appropriate individuals or agencies to address those needs.
11. Communicates with caseworkers, parents, referees, and Judges as needed, regarding resident progress, placement and family issues.
12. Assists and coordinates in developing and establishing open communication and liaison with community social services and mental health agencies, schools, law enforcement agencies, religious organizations, private industry and individuals. Participates in community activities, including speeches and training programs.
13. Provides residents and parents with an orientation to the assigned Juvenile Center Program.
14. Attends and participates in weekly Unit Team Meetings, providing information to other staff regarding the status of assigned groups, individuals, and families.
15. Attends and participates in Screening Committee Meetings, Administrative Reviews, Case Reviews and Court Hearings as scheduled.
16. Monitors residents and facility to ensure security, conducts security and room checks.
17. Participates in the development and enforcement of all Juvenile Center policies and procedures, rules, regulations, goals and objectives.
18. Participates with Supervisors in the planning and delegation of assignments for Juvenile Center employees and ensures that these assignments are fulfilled.
19. Provides and maintains inventory control of clothing, linen, furniture and other supplies for Secure Detention or Residential Programs.
20. Transports residents to and from home, clinic, hospital, court, or other authorized destinations as needed.
21. Fulfills the role of designated person in charge as the ranking Child Care Staff, in the absence of supervisory personnel. Serves as a lead worker, coordinator, and coach for full time and substitute Youth Specialists, delegating assignments, providing direction and instruction.
22. Manages the resident payroll and allowance programs, as well as, the store, maintaining accurate records in accordance with established accounting principals.
23. Participates in the development and delivery of staff training programs, to ensure program performance is maintained at optimum levels.
24. Ensures that program-related focus group sessions/activities are completed by assigned staff, providing instruction and feedback as needed.

- 25.Coordinates or assists in the recruiting, training and supervision of volunteers and student interns performing fieldwork.
- 26.Participates in the intake process for new residents entering the program by screening admission requests and ensuring that the entire admissions process is completed.
- 27.Responds to emergency calls and assists in crisis intervention services as requested; initiates emergency procedures as needed.
- 28.Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Master's Degree from an accredited college or university in psychology, social work, counseling, corrections, criminal justice, or other related human services field and one year of paid fulltime professional experience in a juvenile facility, court system or other related child welfare/social services agency.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Graduate Coursework in Social Work, Criminal Justice, Corrections Administration, Counseling or Psychology. Knowledge of professional standards and administrative rules relating to juvenile detention and residential facilities. Knowledge of computer applications in justice systems. Paid full time experience working with juvenile delinquents or adult offenders in the justice field. Experience in coordinating the daily programming and stated responsibilities in a juvenile facility. Experience in group-oriented/cognitive behavioral treatment or detention programs. Knowledge of evidence-based practices and assessment tools. Michigan licensure in Social Work, Psychology, or related behavioral health field.

SPECIAL EMPLOYMENT CONDITIONS:

Employees of the Berrien County Trial Court must submit fingerprints and may be subjected to criminal record, character, reputation, mental health and moral character screening and clearance before employment. Employees must possess a valid vehicle operator's license, pass a pre-employment physical, and may be required to submit to drug screening test as a condition of employment. Appropriate speech and dress, as well as a high level of personal professional conduct for work in a Court setting is required in accordance with the standards established by the Chief Trial Court Judge. Employees are subject to random alcohol and drug testing pursuant to the AFSCME union contract. Works flexible hours, weekends and holidays, in the fulfillment of the duties of Case Manager, as required.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Approved:

Chief Judge-Trial Court \_\_\_\_\_

Date \_\_\_\_\_

Berrien County  
Date: 08/07/06  
Status: Non-Exempt  
Grade: 8